

I. NMR SIG 2016 bylaws with 2025 edits

A. Preamble

The name of this organization is “SPWLA Nuclear Magnetic Resonance Special Interest Group (NMR SIG)” and the permanent mailing address is:

ATTN: SPWLA NMR SIG
SPWLA Office
8866 GULF FREEWAY, SUITE 320
HOUSTON, TX 77017

The purpose of the NMR SIG is to provide a focal organization designed to bring the nuclear magnetic resonance (NMR) community of experts and practitioners together to educate themselves and the broader community about proven concepts / applications as well as new uses or those under development. This group should also provide an appropriate venue to manage endeavors that would benefit the NMR community at large such as standards development and collaboration between other professional groups and societies.

The SIG is responsible to, and subject to, the Amended Articles of Incorporation and By-Laws of the parent SPWLA organization. In keeping with this declaration, and to guide and regulate the NMR SIG, the following By-Laws stand approved and adopted. The general activities of the NMR SIG will be governed by the provisions of these By-Laws.

B. NMR SIG Structure and Activities

1. Article I – Executive Committee and Officers

a. *Section 1 – Executive Committee*

The NMR SIG Executive Committee (EC) of no more than nine members will be populated by volunteers from the SIG general membership. In the case of an excessive number of volunteers, the current Executive Committee will choose the new members from those volunteering. The Executive Committee has the right to call for the election of new members or officers by the NMR SIG general membership. The current Executive Committee shall nominate candidates for officers’ positions to be submitted for vote by the NMR SIG membership. The slate of officers will include a President, a Vice-President, a Secretary and a Treasurer. The President, and the Vice-President may also fill the role of any or all of the other two positions. All officers are members of the Executive Committee. The Executive Committee may also include members who are not serving as officers of the SIG.

The Executive Committee will serve for a period of three years. An individual EC member can decide to quit anytime in writing to the President who will then inform the EC and membership and take steps to replace the departing EC member. If the

President decides to quit, the Vice-President will take over temporarily and will take steps in discussion with the EC to fill the position of President within two weeks. A serving EC member can volunteer to serve in the EC again.

The current NMR SIG general membership shall have the right to petition the parent SPWLA to have the Executive Committee removed. If 25% of the current NMR SIG general membership signs this petition, the SPWLA will be asked to organize an election to choose a new Executive Committee. The current Executive Committee shall have the right to petition the SPWLA to dissolve the NMR SIG or make it inactive. In the case of dissolution of the NMR SIG any money remaining after payment of all debts will be transferred to the SPWLA Foundation.

b. Section 2 - Officers

i. President

- a) Preside over all NMR SIG related activities and meetings.
- b) Maintain communication with the SPWLA.
- c) Coordinate and lead development of NMR SIG related meetings, workshops, short courses, and sessions in general meetings.
- d) Maintain contacts with other professional societies that are also concerned with the same subjects as the NMR SIG.
- e) Encourage membership in the NMR SIG and in SPWLA.

ii. Vice-President

- a) Provide technical leadership in development of NMR SIG related meetings, workshops, short courses, and sessions in general meetings.
- b) Provide technical support for contacts with other professional societies.
- c) Provide technical support for web-based information exchange activities.
- d) Provide leadership for technical standardization activities.
- e) Encourage participation in the NMR SIG and in SPWLA.

iii. Secretary

- a) Maintain up-to-date membership list of the NMR SIG.
- b) Provide written notice of meetings to NMR SIG members.
- c) Coordinate location and date for NMR SIG meetings, workshops, and short courses.
- d) Encourage participation in the NMR SIG and in SPWLA.

iv. Treasurer

- a) Be responsible for collection of all monies for the NMR SIG.
- b) Pay all liabilities incurred by the NMR SIG.
- c) Provide semi annual financial reports to the NMR SIG board.

2. Article II – Membership

Section 1

Any person with an interest in the study of NMR shall be eligible to become a member of the NMR SIG, and should be encouraged to become a member of the SPWLA.

Section 2

All NMR SIG members must be members in good standing with parent SPWLA. Membership in the NMR SIG shall be established upon payment of dues, if any, and submission of a statement of intent to belong to the NMR SIG and inclusion in the NMR SIG mailing list.

Section 3

All members of the Executive Committee must be members in good standing of the parent SPWLA.

3. Article III – Dues and Fees

Section 1

Dues and/or membership fees may be levied by decision of the Executive Committee and as approved by the President of the NMR SIG. Dues shall become delinquent two months after being approved, and members in arrears shall be classified as “not in good standing”.

Section 2

Should the NMR SIG be dissolved for any reason, any remaining funds and assets will be donated to the SPWLA Foundation to be used for educational purposes.

4. Article IV – Security of Information

None of the technical information arising from the meetings and discussions can be considered confidential. It is the responsibility of each person to contribute or withhold information according to the authorization delegated to him by his company or institution.

5. Article V – Amendments

Amendments to these By-Laws must be approved by the Board of Directors of the SPWLA. Amendments to these By-Laws may be proposed by the Executive Committee, or by a committee appointed by the Executive Committee, or by petition in writing by ten members of the NMR SIG. All such amendments must be submitted by e-mail to all SIG members in good standing for approval by vote. A two-thirds majority of the votes cast shall be required for submission of the amendment to the SPWLA Board of Directors.

Any proposed amendment obtaining a two-thirds majority vote will be sent by the Executive Committee to the SPWLA Board of Directors for approval, with a letter of petition explaining the need for the amendment.

End of SPWLA NMR SIG Bylaws, Drafted July-14-2016, updated May 7th, 2025

II. Election and Governance Rules for the SPWLA NMR SIG Board

(RC v.250124 plus NMR SIG edits on Jan 27 and Feb 19 and May 7 of 2025)

The following amendments to the NMR SIG Executive Board By-Laws are intended to govern elections and further explain the roles for the Executive Board. Any ambiguity between the previous by-laws (Section I) and this Section II will be resolved by Section II superseding any earlier text.

A. Structure of the SPWLA NMR SIG Executive Board (also known as the Executive Committee, hereafter "SIG Board")

1. Composition:

- a. **SIG Board Officers (4), as voted on by SIG Board:**
 - i. President (serving for 1 year, automatically the VP assumes this role)
 - ii. Vice-President (serving for 1 year, elected each year)
 - iii. Treasurer (serving for 2 years)
 - iv. Secretary (serving for 2 years)
- b. **SIG Board Non-Officer Members (5) serving for net 3 years, as voted on by the SIG at large:**
 - i. Past-President
 - ii. Leaders of subcommittees and others who assist with specific initiatives of the SIG.

2. SIG Board Subcommittees (nominated and voted upon within the SIG Board)

- a. *Types of Subcommittees:*
 - i. Subcommittees may be related to Education, Governance, Standards, Social Media, Publications, or others as determined by the SIG board.
- b. *Approval:*
 - i. Addition or subtraction of subcommittees and their focus areas require approval by a majority vote of the board.
- c. *Leadership*
 - i. Subcommittees are led by non-officer board members.
 - ii. Non-officer board members will either volunteer or be nominated by the board to lead subcommittees.
 - iii. If more than one member expresses interest to lead a subcommittee, the board will hold an election. The member with the most votes will lead the respective subcommittee. In case of tie, the President's vote breaks the tie.

2. Election Process for SIG Board Officers

1. Election Schedule

- a. *SIG Board elections for SIG Officer positions will occur **annually in June**, with two positions contested each year:*

- i. Year 1: Vice-President and Treasurer.
- ii. Year 2: Vice-President and Secretary.

2. Nomination to Officer Positions

- a. *Nominations to SIG Officer positions may be made by any SIG board member, including self-nomination, and must be seconded by another board member*
- b. *Nominations must be made at a SIG board meeting prior to the meeting in which the election will take place, and not later than two weeks prior to the opening of election process*

3. Term Duration

- a. *SIG Officer Board positions are held for **2 years**.*
- b. *After one year, the Vice-President will automatically become the President.*
- c. *After one year, the President will automatically become the Past-President. The duty of the Past-President will be to organize the elections and motivate new people to run for the board.*
- d. *Ideally, in one year, either the position of the Secretary or the position of the Treasurer should be open for election. If both positions (Treasurer and Secretary) are open in the same year, the duration of the Treasurer position will be shortened to one year.*

4. Eligibility for the Executive Board

- a. *In general, only individuals who have previously served on the board for at least one year may run for Secretary, Treasurer, or Vice-President. Exceptions are possible if none of the candidates fulfill this condition. In such a case, the election will take place in **July**.*
- b. *A member of the board cannot hold the same position more than once, except if no one else expresses interest in applying for that position.*
- c. *A member of the board cannot run for a position if they have been on the board for 9 or more years, except if no one else expresses interest in applying for that position.*

5. Election Process

- a. *Only members of the SIG Board can vote.*
- b. *Each member has a two-week time period to vote*
- c. *The voting process is opened.*
- d. *The candidate with the most votes wins the election.*
- e. *In case of a tie, the President's vote breaks the tie.*
- f. *The candidate that lost the election may choose to stay on the NMR SIG board for the next year.*

3. Election Process for SIG Non-Officer Board Positions (SIG-wide vote)

1. Composition

- a. *There are at most 5 positions in the non-executive board*
- b. *One position will be automatically filled by the Past-President.*
- c. *Up to 4 positions might be filled with candidates who lost the election for a position in the executive board.*

2. Election Schedule

- a. *If one or more positions are open, an election will be organized in **June**.*

3. Term Duration

- a. *New members will be elected to the non-executive board for a duration of **3 years**.*
- b. *Existing board members can be re-elected to the non-executive board for a duration of **1 year**.*

4. Eligibility and nomination for the Non-Officer Members

- a. *Any SPWLA member is allowed to run for a non-executive position on the SIG Board, provided they have the support of at least one member of the SIG Board.*
- b. *A member of the SIG Board cannot run for a position if they have been on the board for 10 or more years, except if no one else expresses interest in applying for that position.*

5. Election Process

- a. *Only members of the SIG can vote for a new member of the non-officer members of the SIG Board.*
- b. *The relevant date to determine SIG membership is a date to be announced when the roster of the SIG membership is determined. It can be up to one week before the email which is sent to those SIG members eligible to vote.*

6. Composition Constraints:

- a. *There will be only one list of candidates. The order of the votes decides who will fill the position. However, a candidate cannot be part of the non-executive board if that results in a violation of the composition constraints mentioned in section 5 of this document.*
- b. *In such cases, the next eligible candidate who satisfies all constraints will be selected.*
- c. *If no candidate satisfies all conditions, then the order of the votes decides who will fill the position.*

4. Rules for Vacant Executive Positions

1. If a SIG Officer leaves their position before completing their term:
 - a. *The SIG Board will nominate, interview, and vote on a replacement.*
 - b. *The nomination and interview process may involve candidates presenting their qualifications and objectives in a special meeting or by written statements.*
 - c. *A simple majority of the votes is required to select the replacement.*
 - d. *In case of a tie, the President's vote breaks the tie.*
2. **Replacement Term:**
 - a. *The replacement's service until the next election will not count toward their two-year term.*
 - b. *If elected afterward, they may serve a full two-year term.*

5. Board Composition Constraints

To ensure balanced representation, the following limits apply:

1. A maximum of **5 members from the same country of employment** may serve on the board.
2. A maximum of **2 members from the same company** may serve on the board.
3. A maximum of **5 members from service companies** may serve on the board.
4. A maximum of **5 members from operators** may serve on the board.
5. A maximum of **3 members from academia** may serve on the board.

6. Within the SIG Board officers, a maximum of **3 members from the same country of employment** is permitted.

6. Meeting and Attendance Rules

1. Meeting Frequency:

- a. *The board should strive to hold monthly meetings. Ideally, the board holds no less than 4 meetings per year, and there are no more than 3 months between meetings.*

2. Quorum for Decisions

- a. *A quorum of **75% of board members** is required for any vote to take place during a meeting.*
- b. *If the quorum is not met, no decisions can be made during the meeting.*

3. Urgent Decision Clause:

- a. *If an urgent and important decision must be taken but the quorum is not met during a meeting:*
 - The **President of the SIG** must send an e-mail to all board members initiating a vote within **two weeks** of the meeting.
 - Board members must cast their votes within **two weeks** of receiving the e-mail.
 - The decision will be valid if a quorum of **75% of board members** participates in the e-mail vote, and the required majority is achieved.
 - The President will communicate the final decision and the voting record to all board members via email to ensure transparency.

4. Attendance Requirements:

- a. *Board members must attend meetings regularly.*
- b. *A member who misses **more than 50 % of the called meetings in one year** will lose their position on the board.*

5. Scheduling Meetings:

- a. *The default timing of the next meeting would be two months from the current meeting at the same time of day. Alternatively, the President might suggest a different timing.*
- b. *The timing of the next meeting must be approved by a **75% majority** of attendees.*
- c. *If no agreement is reached, an online poll may be conducted within one week of the current meeting to gather input from all board members. The most-voted option will be selected.*

7. General Voting Rule for Tie-Breaking

1. For every vote requiring a **majority** of the voters, if the result is a **50-50 tie**, the **President's vote** breaks the tie.

8. Amendments to Rules

1. 75 % Rule for amending by-laws

These rules may be amended with a **75% majority vote** of the full board.

2. Two weeks Rule for amending by-laws

Proposed amendments must be submitted in writing at least two weeks before the meeting where they will be discussed and voted on.

3. SPWLA Board of Directors final approval

Proposed amendments that have been voted upon by the SIG board shall follow the procedure outlined in Section I for final approval by the SPWLA Board of Directors.

9. Dissolution Clause

The NMR SIG will dissolve itself if all efforts to fill vacant positions on the Executive Board (President, Vice-President, Treasurer, and Secretary) fail within one year of the vacancy being announced.